GEOR®IA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION

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	r !	. ADD 10 A TION 5		Application	n Number
	AMENDME	APPLICATION F	OH ENTION SCHEDULE		<u> </u>
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Application Date:	August 12, 1980		. 1	ORDS MANAGEMENT	
			Date Received	Application No.	Date Completed
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	76-59				
Record Series Title	Unemployment Insurance	e Supplementary (Claims Person to Conta	ict:	
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Item number to be	amended: Item 16 on 19	71 form	Telephone No.		Y
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Amended to read:	yes on confidentiali	tv	•		
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Reason for change	: Georgia Employment	Security Law, Geo	orgia Çode Annota	ted, 54-642, 1	M
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AUTHORITY:	tones	ma Kil		S. 100 :	- ·
Division Director/D	Designee:	- Carri		Date 7 75	09
Records Manageme	ent Officer (RM&C):	Lardhai		Date 2/12/6	30
	What I a	2h		5/1/0/	<u></u>
ESA Director:	YALLAVI JULI	1		Date 9/29/8	Y0
State Auditor/Design	ove:	hul		Date 14-30	-80
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Secretar State/	Designec: angle	/and	· · · · · · · · · · · · · · · · · · ·	Date 10 - 27	7-80

ESA-143 (3/80)

Application for DEPARTMENT OF ARCHIVES & HISTORY

GEORG IA	RECORDS DI	SPOSITION S	STANDARD	RECORDS MANAGEMENT	DIAIRION	h .	•
1 . Application Date	TRUCTIONS: See .	eparate instructions	for completion of	FOR RECORDS MANAGEME	ENT DIVISION USE	<u> </u>	
		is form. Sign origine		■ . /	Application No	• • •	eted
DL-032	ords Management Offi		story, Attention	FEB 1 3 1976	76-50	MAR 3	1976
3. Georgia Department of	Labor	t 4 s	· · · · · · · · · · · · · · · · · · ·	4 . Person to Contest	7	1	$\overline{}$
Unemployment Insurance	e Services Di	ivision		Bull	LA	JHI.	
Claims Center Operation Attached List of Claim		ide		Bill No Service	ensten 1	o Tel Mo.	
	is centers			Management A		656=3070	0
7.ACTION REQUESTED							
X ESTABLISH DISPO				OSE OF PRES			
8.Earliest & Latest 9. Dates of Series	Exact Series	Title	. (Agency-wide	Sched	ule	
2-1-74 Forward	Unemploym	ent Insurance		tary Claim Fi			
The function of the Unemposer Security Law which required taxes on wages of such we covered workers when they with certain eligibility. Under the Georgia Employ quit their jobs, must be claim with rights of appoint and resolves any claiman "Unemployment Compensa" ***Unemployment Compensa ****Extended 1. This file contains the and file arrangement).	res that leg- orkers; and a y become uner requirement ment Security rendered a eal. * ** ** ** ** ** ** ** ** ** ** ** **	al entities e to subsequent mployed throu s of the Law. y Law workers non-monetary ** CX, SUA, EB, r established ployment Comp ce Men ****S	mploying w ly pay une gh no faul , who are determinat *** FSB Progra non-monet ensation E pecial Une *Federal S	corkers in Geo employment ins t of their ow discharged for cion on their ems. Claims C	rgia repo urance be n and when or cause o unemploym enter rec es. rees sistance benefits	rt and pay nefits to n they com r voluntar ent insura eives cla	such ply ily nœ
Documents relati	ng to: main	taining recor ployment Insu	rds of non- urance cla	-monetary dete ims.	erminati <u>or</u>	s for	ar i
Included are: F	actFinding a	nd non-moneta	ury determi	inations Forms 403, 4	s (ESA-442 14210, 442	FF, 403FF, , 442RC)	
File is arranged	. in sequence	s by last fou	r digits o	of Social Secu	rity Numb	er.	
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	ATTA	CH SAMPLES OF	THE FILE	·_			
12. EQUIPMENT ACCUPIED	. No. of Drevers	Cu. Pt. of Records			Ro. of Drave	re Cu. Pt. of	Record
Letter-size File Drawers	5	7½	ARRUAL RAT	Z OF ACCUMULATION	5	7½ cu ft	-

12. EQUIPMENT OCCUPIED		, No. of Drevers	Cu. Ft. of Records		80. OF	BO. OF DESCRIPTION CO. Pt. OF RECEIVE			
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		12 //			This Year's	Last Year's	Preceding Year's	All Prior Years'	
		4	¥ .	AVERAGE DAJLÝ RÉFERÊNCES	100	60	20		

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QUESTIONNAIRE Place an "s" in the proper column. If answer is "YE	so, please explain	YES NO
13. Is this the Record Copy of the series?		" [x] _ [J]
14. Is there a duplication of this series in an		[] [x]
15. Is the information contained in this series	ever summarized or published?	[] [x]
Attach copy of summary or publication. 16. Does the series contain classified informat	ion requiring security handling?	[] [x]
17. Does the series initiate, amend or terminat	e agency policies and procedures?	[] [x]
18. Could the function be performed if the file	es were lost or destroyed?	[x] []
19. Is the series (or major portion of it) regu	ularly microfilmed? If yes, why?	[] [x]
20. Does the record series provide data as inpu Disqualifications prompted by non-monetary		[X] []
21. Does the record series contain documentatio becomes a permanent record on EDP tapes.		[] [x]
22. Has the Federal Government issued instructi sition of these files? Part V Sections 900 Security Manual (attached).		[X] [] ent
23. Will there be a need for these records 10,	15 years from now? If yes, what?	[] [x]
e.[]STATE b.[]STATUTE OF c.[]AUDIT d.[X]FE. LAW LIMITATION PERIOD LAW (Cite Law, Statute, or other reason Part V Sections 9000-9009 and 9193 of Federal Based upon standard of disposition of other	W DECISION VA on for the retention requirement) al Employment Security Manual. (att	LUE
25. AGENCY RECOMMENDATIONS. This agency recommend	ds that the file series be cut off	at the end
of each -[X] CALENDAR YEAR -[]FISCAL YEAR	-[]OTHER	,then:
[X] Hold in the current files area mon [] Transfer to [] State Records Center []		r(s):
[X] Destroy.		
[] Transfer to State Archives for permanent [] Destroy immediately after cut-off.	recention.	.*
[] Other: (Specify)	en e	· .
	•	•
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(Indicate briefly rationale for recommenda	tions above/or write additional rem	arks):
	tions above/or write additional rem	arks):
Records Magagement Officer (Signature) Date	tions above/or write additional rem OTHER REQUIRED SIGNATURES	arks): DATE
Records Management Officer (Signature) Date 2-11-76 Recommendations Agency Head/Designee		
Record: Management Officer (Signature) 2-11-76 Recommendations Agency Head/Designee in paragraph 25 Approved [] Disapproved are: State Auditor/Designee		
Record: Management Officer (Signature) 2-11-76 Recommendations Agency Head/Designee in paragraph 25 Approved [] Disapproved		

Application for RECORDS DISPOSITION STANDARD

DEPARTMENT OF ARCHIVES & HISTORY

RECORDS MANAGEMENT DIVISION

PAGE

GEORGIA	VECOKO2 DI	SPUSITION 5	IANDAKU	PECORDS MANAGEMENT	DIAIRIOR	
Application Date	STAUNTIONS : See	separate instructions fo	r completion of	FOR PECOPES MANAGEM	ENT DIVISION US	E
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3. Georgia Department of	itaterina office Adar Labor	* 4 8		4 . Per 22 10 " 97.0 M	~ L	A
Unemployment Insurano				1 21/1	$\mathcal{A}\mathcal{A}$	S/2)-
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7.ACTION REQUESTED	And the state of t			Management A	naryst	655-3070
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2-1-74 Forward		ent Insurance		. •		
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Under the Georgia Employ quit their jobs, must be						
claim with rights of app	eal.	** *** ***	**			
Administers claims under	· UC. UCFE. U	CX. SUA. EB. F	SB Progra	ms. Claims C	lenter red	ceives claims
and resolves any claiman						Gading
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*Unemployment Compensa						
Unemployment Compensa *Extended				employment Ass Supplemental E		•
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and file arrangement).		ce contents (The	.ude IOIm	namoers and t	Tores II	, a.u ,
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Documents relati					erminatio	ns for
	Uner	nployment Insur	rance clai	ıms.		
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1	2. Equipment occupies	No. of Dravers	Cu. Pt. of Records		Bo. of	Dravers	Cu. Pt. o	r Records
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QUESTIONNAIRE Place an "x" in the proper column. If answer is	"fES," please explain	YES	Ni
13. Is this the Record Copy of the series?		[X']	[]
14. Is there a duplication of this series in	another office or agency?	. []	[X]
15. Is the information contained in this serie	es ever summarized or published?	[.]	[x]
Attach copy of summary or publication. 16. Does the series contain classified information.	ation requiring security handling?	[]	[x]
17. Does the series initiate, amend or termina	ate agency policies and procedures?	[]	[X]
18. Could the function be performed if the fi	les were lost or destroyed?	[X]	
19. Is the series (or major portion of it) re	gularly microfilmed? If yes, why?	[]	[X]
20. Does the record series provide data as in Disqualifications prompted by non-monetar		[x]	[]
21. Does the record series contain documentat: becomes a permanent record on FDP tapes.	=	[]	[x]
22. Has the Federal Government issued instruc- sition of these files? Part V Sections 9 Security Manual (attached).			
23. Will there be a need for these records 10	, 15 years from now? If yes, what?	[]	[X]
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25. AGENCY RECOMMENDATIONS. This agency recomme of each - [A] CALENDAR YEAR -[] FISCAL YEAR	-[]OTHER	t the e	
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[] Transfer to State Archives for permaner [] Destroy immediately after cut-off. [] Other: (Specify)	it retention.		•
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(Indicate briefly rationale for recommend	dations above/or write additional remo	irks):	
Dest. godala- Gel	active 1		19.2
Records Magagement Officer (Signature) Date	OTHER REQUIRED SIGNATURES		ATE
Recommendations Agency Head/Designee			
in paragraph 25 Approved Disapproved are: State Auditor/Designee	600	-6-1	150
STATE RECORDS Secretary of State/Designee	Willia M. Hym	3-5	-76
COMMITTEE Approved Disapproved	Carroll Hest	3-1	-76
Attorney General/Designee	I CANIKAT . 11	7 7	77